

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, JULY 25, 2016
6:30 p.m. Local Time**

CALL TO ORDER

The meeting was called to order by Roger Moriarty at 6:30 p.m.

PRESENT

Roger Moriarty, Dick Webb, Larry Yeiter, Sandi Schaeffer, Honey Kuhn, Kylene Crabb, Jill Gross and Stephen Boggs.

MINUTES

Moved by Dick Webb and seconded by Honey Kuhn that the minutes of the June meeting be accepted as distributed. Carried.

PUBLIC COMMENTS

No members of the general public were in attendance.

TREASURERS REPORT

The following transfers are requested:

From line 100.1.02 Salary of Assistants to line 100.1.01 Salary of Director \$1,000.00
Director Raise

From line 100.3.04 Gas to line 100.3.07 Dues \$214.75 Movie Licensing and ILF membership

From line 100.3.19 Building Insurance to line 100.3.23 Maintenance of Building \$119.69
Paving driveway

From line 100.4.07 Equipment Technology to line 100.4.00 Furniture \$191.83. New staff chairs.

It was moved by Honey Kuhn and seconded by Dick Webb that the requested transfers be allowed. Carried.

Treasurer's Report was filed for audit.

CHILDREN'S DEPARTMENT REPORT

70 children participated in the Summer Reading Program.

Movie Mondays and Crafty Wednesdays were well attended, but no interest was seen in Fitness Fridays.

Storyhours have been ongoing through the summer with three - seven children attending.

More detailed statistics will be available at the August meeting.

PROGRAMMING/YOUNG ADULT REPORT

Zumba has stopped for the summer. Eva Mudd will have to be contacted in the fall to see if she wants to resume.

34 teens signed up for the TSR program

- 25 teens actively participated by turning in pages read
- 17 teens finished the program, reading 1,800 pages
- 15 teens read over 2,000 pages
- Total pages read, 45,670 + (some teens pages were not recorded)

Sharon did the water color cup program for me.

The Martial Arts program had 8 in attendance. The Bombs Away program had 10 in attendance.

The subway art program had 11 teens. The lighted death star program had 12 teens. Design your t-shirt had 9 teens (18 had signed up). Many of the teens who had signed up for the t-shirt program were either on vacation or at the baseball tourney. I may have those teens come in next week to do their shirts. I am also going to allow the teens to turn in any pages read through this week. The teen pizza party had 4 teens attending. Again, many were on vacation or at the baseball tourney. We had pizza, played hide and seek, and then played video games. They had a blast, even though there were only 4 teens. For next year, if there is an end-of-summer reading party it may be best to extend it out a week after the program ends or start earlier. Also, since the school year keeps starting earlier every year, it may be better to start immediately in May when they get out of school.

There are 8 teens signed up for the butterfly shadow box program for this Thursday.

The Anime program had no teens attending. There was a mix-up concerning the Friday for the program because of July having 5 Fridays. They were disappointed.

The last teen gaming will be this Friday. :(

Euchre will be this Monday. It may be the last one. :(

I am going to miss the kids, teens, and all of the other people whom I have interacted with over the years.

The butterfly shadow box for the adults will be Tuesday. I am not sure who will show up as my sign-up sheet disappeared. I just love surprises.

Karla Hayden's Kid's canvas painting program was moved to August because of the date change made by The Akron Area Arts League program.

July's YA books ordered and YA Manga books ordered

News articles were sent to Warsaw Times Union and Inkfreenews for the month of July and worked on the webpage.

August newsletter is finished and will be printed.

ALL wished Shelly Kruger the total best on her new endeavor and CONSIDERABLE thanks for all she has done at BMPL.

Roger inquired about the Eucher program for the seniors and will ask Shelly to search for a volunteer to maintain the program's continuity.

MAINTENANCE

1. Storage room has been emptied, walls repaired, walls repainted, carpet scrubbed. Pictures have been taken of all sections of the room. SB still has to repair walls and paint in the two washrooms.
2. A/C unit that serves the preschool area and the server room has a leak in the coil and is leaking Freon or whatever is used now. Technician from Quine was here and replacement part has been ordered.
3. South wall in main library (where the big picture hangs) has been re-worked and painted and is now used as magazine display etc. Does make the room feel much bigger.
4. Moved mass market paperbacks from original location to east wall of the main library under the windows.
5. All items that were in the storage room are now in a corner of the Bell-X room.
6. Director will begin to get quotes that were requested at the June meeting. Ran out of time.

DIRECTOR'S REPORT

1. Budget workshop with the Department of Local Government Finance (DLGF) held on Thursday, July 21. Budget will be ready for Board review at the meeting. The hearing and adoption dates are the same as our regular meeting dates, so I'm hoping we won't have to do any special meetings. Advertising in newspapers is no longer required and only has to be uploaded to Gateway (State Budget website for taxpayers) site is at: <http://www.budgetnotices.in.gov/> General information about a government agency School, Library, Town etc. is at: <https://gateway.ifionline.org/> Unfortunately I do not see a link between the two sites, so I'm also going to post our budget as well as the hearing information in the Library and on our website.

The only action that is required on Monday is authorizing me to post the budget after we discuss it.

After a discussion it was moved by Jill Gross and seconded by Sandi Schaeffer that permission be granted the Director to publish the budget as discussed. Carried.

2. We are currently subscribed for our technical support contract for about eight (8) hours per month. Due to the cost I am having this level of service reduced to two (2) hours per month and having the technician connect to our machines remotely instead of on-site. We can still have on-site service, but this will save us about \$600 or so per month. I will need to learn how to make sure that updates and the like are being properly applied etc.

3. No word yet from pre-school folks about insurance etc., but will follow-up with them on Monday.

After a discussion it was agreed that the Director forward a letter to the Pre-School board to remind them that no pre-school activities can be held until all sections of the Memorandum of Understanding have been met, notably: liability insurance, proof of action toward getting a

federal ID number (needed for not-for-profit status) and action toward not-for-profit status etc. Director is to forward a copy of this letter to the Library Board and inform them as well who the members of the Pre-School board are.

4. I requested a quote for painting the Bell-X room and as alternates requested pricing for the children's Department and the tall wall in the main library. Quote came in as follows with us providing the paint:

Bell-X room \$750.00 – scaffolding required

Children's Department \$900.00

Tall wall in main library \$600.00 – scaffolding required

All agreed to hold on hiring a professional painter until quotes/bids come in regarding the remodeling of the Bell-X room.

5. Price for our network photocopier came in at \$3,600. Contract does include supplies and basic maintenance. Machine was purchased in 2010 for \$8,060. I'm having difficulty justifying the service contract amount against the current value of the machine.

Director is to investigate options/alternatives and report his findings at the next meeting.

6. Landscape company has again been contacted regarding placement of the memorial bricks.

Roger noted that he is receiving calls requesting the return of money that people donated toward the purchase of the bricks. Even though the landscape company has been contacted, the Director is to contact them again and urge them to complete the task posthaste.

UNFINISHED BUSINESS

1. See number 6 in the Maintenance section.
2. Dick Webb requested that the carpet be cleaned in the Senior Center. Director noted that after two deep cleanings if the stains reappear, that the carpet may need to be replaced.

NEW BUSINESS

1. Shelly Kruger has submitted her resignation effective July 31. She will be taking the position of Circulation Manager at the Syracuse-Turkey Creek Public Library. Best Wishes Always!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

OTHER BUSINESS

PAYMENT OF CLAIMS

ADJOURNMENT

Moved by Honey Kuhn and seconded by Dick Webb that the meeting adjourned. So ordered at 7:43.

Roger Moriarty, President

Honey Kuhn, Secretary